

CLASS SPECIFICATION
County of Fairfax, Virginia

CLASS CODE: 4316 **TITLE:** SENIOR ASSISTANT COUNTY ATTORNEY
GRADE: L-08

DEFINITION:

Under general direction, to provide first-line supervision to subordinate Assistant County Attorneys; to personally handle major litigation and specialized subject matter functions within the Office of the County Attorney; and to do related work as required.

ILLUSTRATIVE DUTIES:

Supervises, instructs, and advises other attorneys and paraprofessionals within the section;
Establishes and implements section policies and procedures;
Prepares and presents civil cases;
Reviews and drafts ordinances and resolutions and other legal documents, and renders legal opinions;
Personally prepares and presents cases and legal opinions involving key issues;
Meets with representatives of County committees, boards, and agencies to provide legal advice, and assists and investigates opportunities for initiating plaintiff litigation;
Prepares reports and correspondence on legal matters.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of the sources of legal reference;
Knowledge of the principles and practices of law;
Knowledge of local, state, and federal laws and court decisions affecting the practice of law at the County level;
Knowledge of Fairfax County ordinances and resolutions;
Ability to analyze facts and reach logical conclusions;
Ability to express ideas effectively, both orally and in writing;
Ability to plan, assign and review the work of subordinate attorneys;
Ability to maintain effective working relationships with associates, County officials, and the public.

EMPLOYMENT STANDARDS:

Must be an active member in good standing of the Virginia State Bar.

(For Assistant County Attorneys hired on or before December 31, 1997) Any combination of education and experience equivalent to five years of progressively responsible experience in the practice of civil law, with one year at the Assistant County Attorney V level. Extensive litigation experience.

(For Assistant County Attorneys hired on or after January 1, 1998) Any combination of education and experience equivalent to six years of progressively responsible experience in the

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practice of civil law, with one year at the Assistant County Attorney V level. Extensive litigation experience.

An employee in this class who is not a member of the Bar of the Commonwealth Virginia on the date of appointment must gain admission to the Bar of the Commonwealth of Virginia within six months or be separated.

Assistant County Attorney IV's who have met the employment standards for promotion to Assistant County Attorney V for at least one year at the time of the advertisement of a Senior Assistant County Attorney position may be considered for and may be appointed as a Senior Assistant County Attorney.

CERTIFICATES AND LICENSES REQUIRED:

License to practice law in the state of Virginia.

NECESSARY SPECIAL REQUIREMENTS:

All positions allocated to the County Attorney series are under the Fairfax County Merit System of personnel administration and are limited to full-time employment and preclude the private practice of law. However, the phrase "private practice of law" does not include the provision of pro bono publico legal services in a pro bono legal services program approved by the County Attorney and in accordance with the policy of the County Attorney governing participation in an approved program.

REGRADE: April 3, 2006

REVISED: December 1, 2004

REVISED: January 24, 2001

REVISED: February 13, 1998

ESTABLISHED: January 8, 1990